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IV. RECOMMENDATIONS:

14. That for the purpose of determining the rate of per diem to be allowed for travel, that travel be classified into the following three general groups: namely, (a) travel requiring the use of commercial facilities available to the public other than for training assignments under the direction of the Office of Training, (b) travel at Governmental or privately operated facilities other than for training assignments under the direction of the Office of Training and, (c) travel of personnel on training assignments under the direction of the Office of Training.

15. That per diem rates not in excess of the maximum may be allowed when the travel requires the use of commercial facilities other than for training assignments under the direction of the Office of Training except as follows:

- a. That the per diem allowance for trips of less than one day that do not require the traveler to incur expense for lodging be at a rate not in excess of a maximum of \$9.00 per day.
- b. That the maximum per diem allowance for continuous temporary duty at any one location be \$12.00 for the first 90 calendar days and \$8.00 for the next 120 calendar days except as provided in subparagraph 15c below.
- c. That when it is planned at the time the travel is authorized that the traveler will be on continuous temporary duty at one location for more than 90 calendar days and the traveler is notified of this fact, a per diem not in excess of \$12.00 may be authorized for the first 90 calendar days and not in excess of \$8.00 for the next 120 calendar days.
- d. That per diem rates in excess of \$8.00 provided for extended periods of temporary duty at one location in subparagraphs 15b, 15c and 15f may be authorized when approved by the appropriate deputy director or by a single senior subordinate official designated by him.
- e. That per diem may be authorized for periods of temporary duty at one location in excess of 120 calendar days when approved by the appropriate operating official as defined by Agency regulations provided that this authority cannot be redelegated except that for the DD/P area the approval of the DD/P or such operating officials as designated by him shall be required.
- f. That when a temporary duty assignment for which reduced per diem rates are provided as set forth in subparagraphs b and c above, is interrupted for more than 10 consecutive calendar days by another duty assignment or ordered return to the traveler's official station, the per diem rate upon return to the first temporary duty location may revert to a maximum

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of \$12.00 for the first 60 calendar days and \$8.00 thereafter except that if at the time of each return the traveler is scheduled to remain on continuous temporary duty at such location for more than 90 calendar days, a per diem rate of not in excess of \$12.00 for 10 calendar days and \$8.00 thereafter may be authorized; however, this provision shall not extend the authorized period of per diem beyond 110 days without approval required in paragraph c above.

16. That the per diem allowance for temporary duty at Governmental or privately operated facilities other than for training assignments under the direction of the Office of Training be as follows:

- a. That no per diem be allowed for temporary duty at Agency operated training facilities which furnish meals and lodgings at no cost to the traveler.
- b. That a per diem not in excess of \$1.00 for incidental expenses be allowed for temporary duty at Governmental or privately operated facilities other than Agency operated training facilities which furnish meals and lodgings at no cost to the traveler.
- c. That the per diem allowance for temporary duty at Governmental or privately operated facilities which charge for meals and lodgings be an amount equal to the cost or estimated cost of these services plus not more than \$1.00 for incidental expenses but not in excess of \$12.00.
- d. That the per diem allowance for temporary duty at Governmental or privately operated facilities which furnish either meals or lodgings be the cost or estimated cost of the meals plus not more than \$6.00 for lodgings and \$1.00 for incidental expenses when meals only are furnished or the cost or estimated cost of lodgings plus not more than \$5.00 for meals and \$1.00 for incidental expenses when lodgings only are furnished provided that the per diem allowance shall not exceed \$12.00 in either case.
- e. That the authorizing officials be authorized to approve per diem rates based on the use of commercial facilities for travel assignments at Governmental or privately operated facilities when the traveler is authorized by the Agency to live off the site.

17. That the per diem allowance for training assignments under the direction of the Office of Training be determined within the legal rate by the Director of Training based on the cost or estimated cost of travel subject to the following:

- a. That no per diem be allowed for temporary duty at Agency operated training facilities which furnish meals and lodgings at no cost to the traveler.

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- b. That a per diem not in excess of \$1.00 for incidental expenses be allowed for temporary duty at Governmental or privately operated facilities other than Agency operated training facilities which furnish meals and lodgings at no cost to the traveler.
 - c. That the per diem allowance for temporary duty at Governmental or privately operated facilities which charge for meals and lodgings be an amount equal to the cost or estimated cost of these services plus not more than \$1.00 for incidental expenses but not in excess of \$12.00.
 - d. That the Director of Training be authorized to approve the payment of per diem for periods in excess of 180 days for training assignments under an approved training program provided that this authority shall not be redellegated.
18. That a mileage rate not in excess of the maximum may be allowed for the use of privately owned motor vehicles; however, when the use of the vehicle is authorized for the convenience of the traveler, payment for such use may not exceed the cost of first class travel by common carrier as authorized in Agency regulations.
19. That when the recommendations set forth herein are approved that they be incorporated into Agency regulations.

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Deputy Comptroller

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